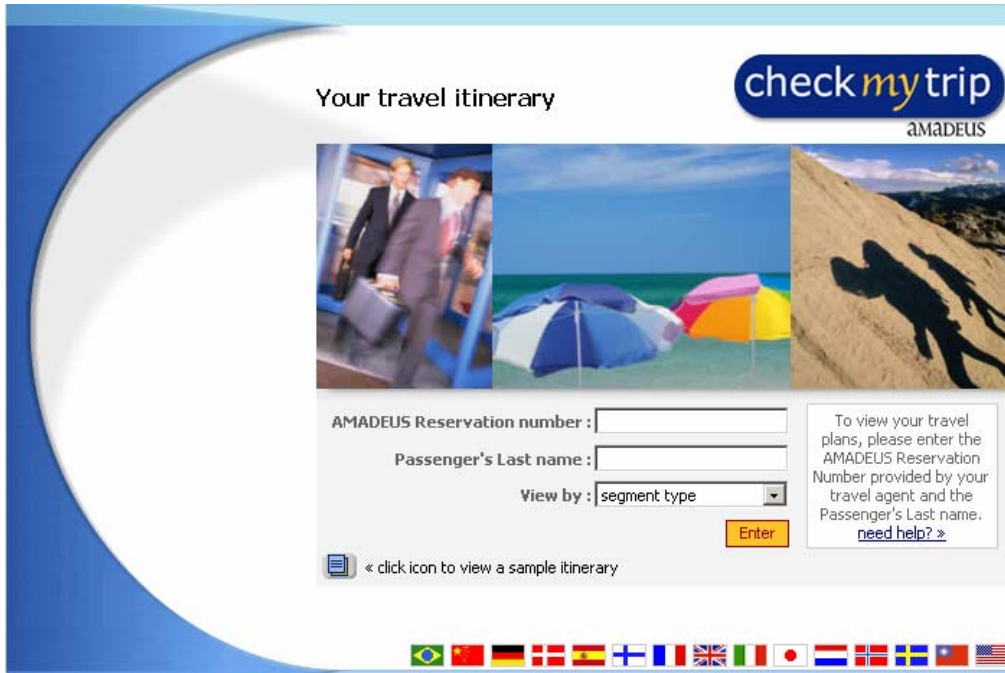


## How to view your Itinerary when your GDS is AMADEUS

Once you receive the “CTO Booked” email from DTS, follow these steps to view your on-line travel itinerary in CheckMyTrip.com, an Amadeus website.

1. Go to [www.checkmytrip.com](http://www.checkmytrip.com).



The screenshot shows the 'checkmytrip' website with the 'AMADEUS' logo. The page title is 'Your travel itinerary'. Below the title are three images: a man in a suit, a beach with umbrellas, and a person's shadow on sand. The main form contains the following fields and controls:

- AMADEUS Reservation number :** [Text input field]
- Passenger's Last name :** [Text input field]
- View by :** [Dropdown menu showing 'segment type']
- Enter** [Orange button]

Below the form is a link: « click icon to view a sample itinerary » with a small icon. To the right of the form is a text box with instructions: 'To view your travel plans, please enter the AMADEUS Reservation Number provided by your travel agent and the Passenger's Last name. [need help? »](#)'.

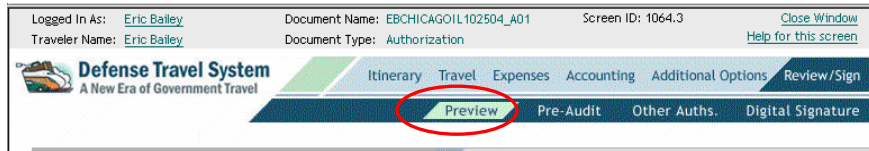
At the bottom of the page is a row of flags representing various countries: Brazil, China, Germany, Denmark, Spain, Finland, France, United Kingdom, Italy, Japan, Netherlands, Norway, Sweden, Taiwan, and the United States.

2. Enter your “Amadeus reservation number” in the “AMADEUS Reservation number” field. This number is the same as the DTS Authorization Confirmation Number. See instructions on how to obtain your DTS Authorization Confirmation Number below.
3. Enter your “last name” in the “Passenger’s Last name” field. Enter your “last name” exactly as it appears in the reservation, do not include your first name.
4. Click “Enter”.

## Obtain Confirmation Number from DTS

1. Your DTS Authorization Confirmation Number can be found on the trip “Preview” screen under Air Travel: Confirmation.

2.



3. The AMADEUS Confirmation Number, also referred to as “PNR Locators”, is a six digit alpha-numeric code.

Itinerary: <a href="#">View</a>	Leave From: RES: SPRINGFIELD, VA TDY/TAD Location: SEOUL,KOR Arrive: 25-Sep-04 Leave: 26-Sep-04	
<b>Air Travel:</b> <a href="#">View</a>	Carrier: Delta Air Lines Inc. (DL) Flight: 5101 Fare: \$1,760.80 Airport Passenger facility charge included in ticket price. Facility Charge: \$13.50 Depart: DCA-Washington, Dc (Usa) (National Apt) 25-Sep-04 9:35AM Arrive: ATL-Atlanta, Ga (Usa) (Hartsfield Int'L) 25-Sep-04 11:21AM Method of Reimbursement: GOVCC Confirmation: <b>FJYGRS</b> Ticket: <b>FJYGRS-CP</b>	<b>Comments to the Travel Agent:</b> SEAT PREFERENCE: 4B
Air Travel:	Carrier: Delta Air Lines Inc. (DL) Flight: 7850 Depart: ATL-Atlanta, Ga (Usa) (Hartsfield Int'L) 25-Sep-04 1:00PM Arrive: ICN-Seoul, Rep. Of Korea 26-Sep-04 4:55PM Method of Reimbursement: GOVCC Ticket: FJYGRS-CP	